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ABSTRACT

Skills necessary for students in grades K-12 to have and use in the library are the topic of this curriculum guide. Behavioral objectives are presented in the following categories: orientation in the use of the library media center, care of materials, materials selection, circulation procedures, library media terminology, nonbook materials and equipment, parts of a book, library media center arrangement, card catalog, reference materials, periodicals, information file, bibliographies, abridged readers' guide to periodical literature, and advanced reference materials. Performance criteria are listed for each behavioral objective. Grade levels are suggested for introduction and mastery of each objective. Skills tests for grades 3-8 are included and are recommended for use as pretests and posttests. (MKM)

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SSRG

ED117652

study skills for reading

CS 002 365

SCHOOL LIBRARIES DIVISION OF ARIZONA STATE LIBRARY ASSOCIATION

PREFACE

The Arizona Legislature mandated that by June 30, 1975, each school district within the state would present reading, writing, and computation goals, objectives and evaluation instruments to the Arizona State Board of Education.

Librarian/Media Specialists realized that within the framework of each district's goals is the basic area of study skills. In the fall of 1974 the School Library Division of Arizona State Library Association appointed a committee to devise a list of appropriate study skills; prepare study skills goals and objectives for grades K - 12; and prepare sample tests for grades 3-4-5-6-7-8 and 9 to be used for pretests and posttests.

This presentation represents the results of the committee's efforts. It is their desire that the following things be kept in mind:

> These are minimal skills and thus can be readily adjusted to a student's individual ability by using the pretest and thus avoiding repetitive teaching in areas where the student demonstrates adequate skill.
>
> The extent of the use of these skills will vary from school to school because of availability of materials, equipment and personnel.
>
> This would provide for the state a uniform scope and sequence of study skills, so that as a student moves from school to school he would not lose the knowledge gained from sequential teaching.
>
> This program would provide guidance and assistance to beginning librarian/media specialists and teachers who do not have this area covered sufficiently within their professional preparation.

Conclusion: In the final analysis, the best test of a student's competence in study skills is in his use of them. The teacher provides the need for their use. A good library media center and the librarian/media specialist working with the teacher and student can make learning experiences more effective.

INTRODUCTION

The following pages consist of a series of behavioral objectives for grades K - 12. They have been prepared to guide the teaching of study skills according to the students needs. The objectives are based on these assumptions:

It is the joint responsibility of principals, teachers, and the librarian/media specialists to assure all students experience with the study skills.

Instruction in the study skills will reflect coordination between the librarian/media specialist and the teacher since skills are best acquired through relation to learning situations.

Study skills will be a part of the entire curriculum.

Presentation of study skills will be in sequence, will have continuity, and will be cumulative from grades K - 12.

Flexibility is desirable, so the goals, objectives and tests will be subject to frequent revision.

In addition to the study skills covered here, there will be many library media center activities planned for enrichment and cultural development.

It is recommended that all students in grades 3 - 8 be pretested in September and posttested in April in order that an accurate evaluation of the students' progress can be made. Each grade level will use its Study Skills Test for both the pretest and posttest. The acceptability rating for each behavioral objective is seventy percent proficiency.

SUGGESTED SEQUENCE FOR INTRODUCTION AND TEACHING OF STUDY SKILLS

OBJECTIVES	GRADES
ORIENTATION IN THE USE OF LIBRARY MEDIA CENTER	(K) 1 (2) 3 4 5 6 7 8
CARE OF MATERIALS	K (1) 2 3 4 5 6 7 8
MATERIALS SELECTION	(1) 2 3 4 5 6 7 8 9-12
CIRCULATION PROCEDURES	(1) 2 3 (4) (5) (6) 7 8 9-12
LIBRARY MEDIA TERMINOLOGY	(1) (2) (3) 4 (5) (6) 7 8 9-12
NON-BOOK MATERIALS AND EQUIPMENT	2 (3) (4) (5) (6) 7 8 9-12
PARTS OF A BOOK	3 (4) (5) 6 (7) 8 9-12
LIBRARY MEDIA CENTER ARRANGEMENT	(4) (5) 6 (7) 8 (9-12)
CARD CATALOG	(4) (5) (6) (7) (8) (9-12)
REFERENCE MATERIALS	4 (5) (6) (7) (8) 9-12
PERIODICALS	4 5 6 7 8 9-12
INFORMATION FILE	(7) 8 9-12
BIBLIOGRAPHIES	(7) 8 9-12
ABRIDGED READERS' GUIDE TO PERIODICAL LITERATURE	(7) 8 (9-12)
ADVANCED REFERENCE MATERIALS	(9-12)

GOALS FOR KINDERGARTEN THROUGH GRADE THREE

Locate materials appropriate to the grade level.

Exhibit behavior that conforms to school rules.

Demonstrate proper care and handling of materials.

Develop a working knowledge of the procedures for checking out and returning library materials.

Develop a knowledge of some of the parts of a book.

Develop the vocabulary necessary to the use of the library media center.

OBJECTIVE NUMBER	CATEGORY: Orientation in the Use of the Library Media Center SUB-CATEGORY: Introduction to the library media center GRADE: Kindergarten
1	

BEHAVIORAL OBJECTIVE

After a tour of the library media center the student will answer orally where the easy books are located.

PERFORMANCE CRITERIA

The librarian/media specialist will ask the students, at random, where the easy books are kept.

OBJECTIVE NUMBER	CATEGORY: Orientation in the Use of the Library Media Center SUB-CATEGORY: Proper behavior GRADE: Kindergarten
2	

BEHAVIORAL OBJECTIVE

The student will follow the rules of behavior set by the school.

PERFORMANCE CRITERIA

1. The student will demonstrate walking into the library media center in a quiet manner.
2. The librarian/media specialist will ask the students to speak their names softly as a demonstration of the voice level to be maintained.
3. The students will leave the library media center in the same order it was when they arrived.

OBJECTIVE NUMBER	CATEGORY: Care of Materials SUB-CATEGORY: Care and handling of books GRADE: One
3	

BEHAVIORAL OBJECTIVE

The student will demonstrate the proper care and handling of books.

PERFORMANCE CRITERIA

The librarian/media specialist will call on individuals to demonstrate or to discuss how to:

1. hold books correctly for reading
2. use bookmarks
3. carry books properly
4. keep books in a safe place
5. keep books clean
6. protect books from weather, animals and smaller children
7. protect books from being damaged by pencil, pen and crayon
8. open the books properly and turn the pages.

OBJECTIVE NUMBER	CATEGORY: Materials Selection SUB-CATEGORY: Location of various kinds of materials GRADE: One
4	

BEHAVIORAL OBJECTIVE

The student will choose materials that meet her/his needs and interests.

PERFORMANCE CRITERIA

Students will locate various kinds of materials by walking to the areas where they are shelved.

OBJECTIVE NUMBER	CATEGORY: Circulation Procedures SUB-CATEGORY: Proper completion of borrower's card and date due slip GRADE: One
5	

BEHAVIORAL OBJECTIVE

After selecting a library book, the student will fill out the borrower's card and date due slip as instructed.

PERFORMANCE CRITERIA

The librarian/media specialist will give oral and graphic instructions for filling out the borrower's card and date due slip.

OBJECTIVE NUMBER	CATEGORY: Circulation Procedures SUB-CATEGORY: Returning library books GRADE: One
6	

BEHAVIORAL OBJECTIVE

The student will determine when a book is due and where to return it.

PERFORMANCE CRITERIA

The student will state when the book is due from information on the date due slip.

The student will demonstrate where to return a library book.

OBJECTIVE NUMBER	CATEGORY: Library Media Terminology SUB-CATEGORY: Vocabulary GRADE: One
7	

BEHAVIORAL OBJECTIVE

The student will identify the major parts of a book.

PERFORMANCE CRITERIA

Given a book, the student will point to the:

1. borrower's card
2. book pocket
3. date due slip
4. spine
5. call number

OBJECTIVE NUMBER	CATEGORY: Orientation in the Use of the Library Media Center SUB-CATEGORY: Proper behavior and care of books GRADE: Two
8	

BEHAVIORAL OBJECTIVE

The student will demonstrate proper behavior in the library media center and proper care of books.

PERFORMANCE CRITERIA

Students will make posters and pictures to demonstrate desirable behavior and care of materials.

OBJECTIVE NUMBER	CATEGORY: Library Media Terminology SUB-CATEGORY: Vocabulary GRADE: Two
9	

BEHAVIORAL OBJECTIVE

The student will identify the title and author of a book.

PERFORMANCE CRITERIA

Each student will be given a book and will identify the title and author of the book.

OBJECTIVE NUMBER	CATEGORY: Non-Book Materials and Equipment SUB-CATEGORY: Identification GRADE: Three
10	

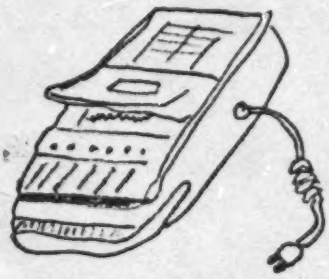
BEHAVIORAL OBJECTIVE

The student will identify specific non-book materials and audiovisual equipment.

PERFORMANCE CRITERIA

The student will match the words below with the equipment by putting the number on the blank line.

1. filmstrip
2. record player
3. cassette tape
4. study print
5. filmstrip viewer
6. record
7. cassette player

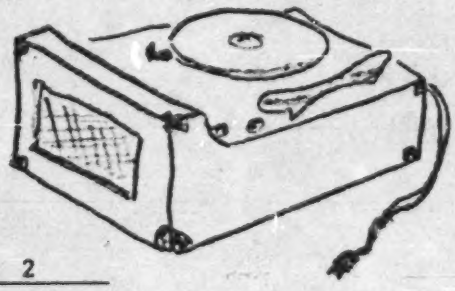


7

1

4

6



2

5

3

OBJECTIVE NUMBER	CATEGORY: Non-Book Materials and Equipment SUB-CATEGORY: Use and care of record player and records GRADE: Three
11	

BEHAVIORAL OBJECTIVE

The student will demonstrate the proper use and care of a record and record player.

PERFORMANCE CRITERIA

The student will:

1. remove the record from its jacket.
2. place the record on spindle.
3. turn on the record player.
4. place the needle on the record and remove it from the record.
5. turn off the record player.
6. replace the record in its jacket.

OBJECTIVE NUMBER	CATEGORY: Library Media Terminology SUB-CATEGORY: Vocabulary GRADE: Three
12	

BEHAVIORAL OBJECTIVE

The student will identify terms relating to a book.

PERFORMANCE CRITERIA

Given a book the student will identify the following:

1. author
2. call number
3. illustrator
4. spine
5. title
6. title page
7. publishing company

18

Name _____ Teacher _____

STUDY SKILLS TEST - GRADE 3

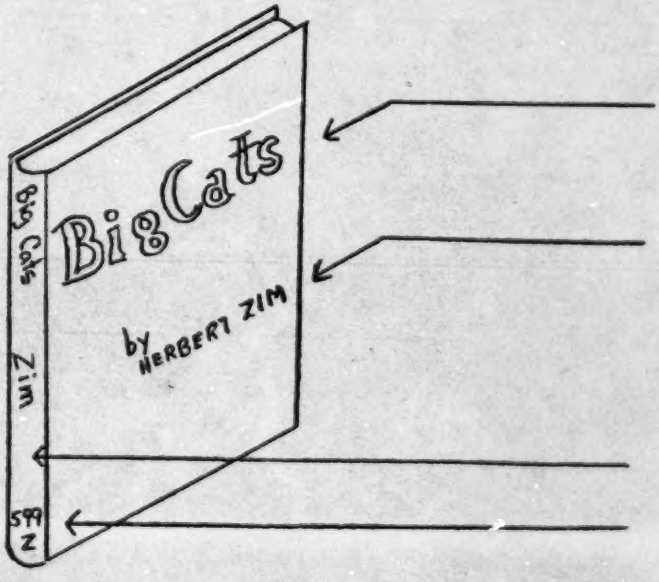
MATCHING GAME

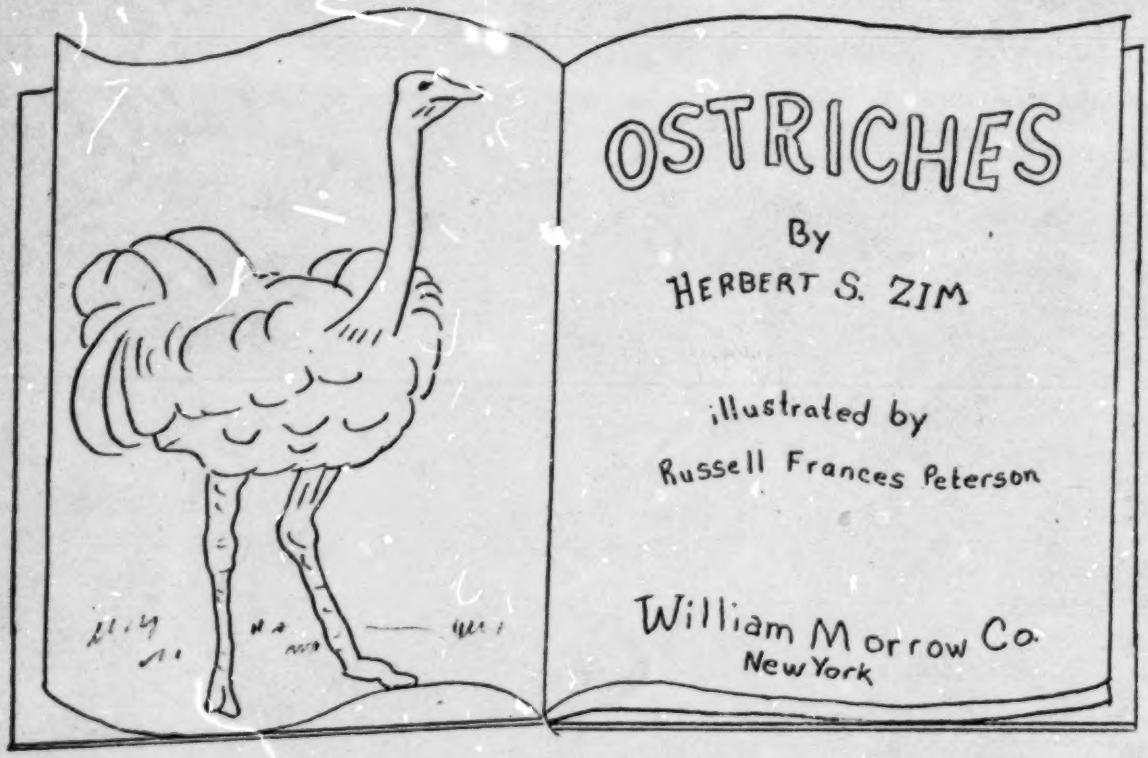
Draw a line from the word <u>to a group of words</u> that tells what it is.

spine	person who writes books
author	the "backbone" of a book
illustrator	the name of the book
call number	person who draws pictures for books
title	the numbers and letters on the spine of a book

Write the correct word on each line below:

SPINE
AUTHOR
TITLE
CALL NUMBER





This is a title page of a book.

Use the title page above to fill in the blanks below:

Author _____

Title _____

Illustrator _____

Publishing Company _____

GOALS FOR GRADES FOUR THROUGH SIX

Develop an understanding of library media center procedures.

Locate materials and determine which media is most useful with the immediate problem.

Develop and expand the understanding of the parts of a book.

Develop the understanding of library media center materials organization.

Develop a working knowledge of the card catalog.

Enrich and supplement the curricular programs through development of appropriate reference skills and techniques.

Develop an appreciation and responsibility for the care and respect of library media center materials.

Develop independence in using the library media center.

OBJECTIVE NUMBER	CATEGORY: Circulation Procedures SUB-CATEGORY: All materials GRADE: Four
13	

BEHAVIORAL OBJECTIVE

Given various library media center materials, the student will demonstrate the circulation procedure for each.

PERFORMANCE CRITERIA

Verbal description and/or observable demonstration.

22

OBJECTIVE NUMBER	CATEGORY: Non-Book Materials and Equipment SUB-CATEGORY: Use and care of filmstrip and filmstrip equipment GRADE: Four
14	

BEHAVIORAL OBJECTIVE

Given a filmstrip projector or viewer and a filmstrip, the student will operate them properly.

PERFORMANCE CRITERIA

1. Set up the equipment.
2. Place filmstrip in machine and use.
3. Remove filmstrip and replace it in container properly.
4. Take down the equipment.

OBJECTIVE NUMBER	CATEGORY: Parts of a Book SUB-CATEGORY: Identify specified parts GRADE: Four
15	

BEHAVIORAL OBJECTIVE

The student will locate and identify specified parts of a book.

PERFORMANCE CRITERIA

Look at a book and fill in the information on the lines below.

1. Title_____
2. Author_____
3. Illustrator_____
4. Copyright date_____
5. Publishing company_____
6. Call number_____
7. The table of contents is in the (front, back) of the book_____
8. The index is in the (front, back) of the book_____

OBJECTIVE NUMBER	CATEGORY: Library Media Center Arrangement SUB-CATEGORY: Specific areas GRADE: Four
16	

BEHAVIORAL OBJECTIVE

The student will locate materials in specific areas of the library media center.

PERFORMANCE CRITERIA

1. Go to the biography shelves and select a book marked B.

   The title of the book is: _____

   The author of the book is: _____

   Its call number is: _____

2. Go to the fiction shelves and select a book marked S.

   The title of the book is: _____

   The author is: _____

   Its call number is: _____

3. Go to the nonfiction shelves and select a book marked 568 or 569.

   The title of the book is: _____

   The author is: _____

   Its call number is: _____

4. ...etc. (sections might also include: reference, non-book materials, current periodicals, etc.)

25

OBJECTIVE NUMBER	CATEGORY: Library Media Center Arrangement SUB-CATEGORY: General areas GRADE: Four
17	

BEHAVIORAL OBJECTIVE

Given a general area of the library media center, the student will locate material in that area.

PERFORMANCE CRITERIA

Find a book that belongs in each area listed below, write its call number, title and author.

AREA	CALL NUMBER	TITLE	AUTHOR
Nonfiction 300's			
500's			
600's			
700's			
900's			
Biography			
Fiction			
Easy Books			

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Author cards GRADE: Four
18	

BEHAVIORAL OBJECTIVE

The student will locate cards in the card catalog for books by a particular author.

PERFORMANCE CRITERIA

Go to the card catalog. Find this author in the catalog: Beverly Cleary.

Choose one book written by this author and write:

1. title of the book _____
2. call number of the book _____

27

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Title cards GRADE: Four
19	

BEHAVIORAL OBJECTIVE

The student will locate the title card for a given book in the card catalog.

PERFORMANCE CRITERIA

Go to the card catalog. Find this title in the catalog: King of the Wind

1. Who is the author? _____
2. What is its call number? _____

28

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Subject cards GRADE: Four
20	

BEHAVIORAL OBJECTIVE

The student will locate a particular subject in the card catalog.

PERFORMANCE CRITERIA

Go to the card catalog. Find this subject in the catalog: Horses

Choose one of the books under this subject and write:

1. author _____
2. title _____
3. call number _____

29

Name _____ Teacher _____

STUDY SKILLS TEST - GRADE 4

Use the following terms to answer the questions below (you will not use all of the terms):

author	card catalog	fiction	publishing company
biography	dictionary	glossary	title
call number	encyclopedia	illustrator	

1. This is a person who writes the words for a book.

   WHO IS IT? _____

2. This is a person who draws pictures for a book.

   WHO IS IT? _____

3. This group of people prints the pages and gets the book ready to read.

   WHO IS IT? _____

4. This is a set of books that gives facts about places, persons, things, and events.

   WHO IS IT? _____

5. This is another word for the name of a book.

   WHO IS IT? _____

6. Write how you should sign the borrower's card when checking out a book:

726 M Macaulay, David	Copy 1
AUTHOR Cathedral	
TITLE	
DATE	BORROWER'S NAME

7. Put an X in front of the things that can be checked out of this library/media center by students.

____filmstrips	____records	____study prints
____books	____magazines	____paperback books
____encyclopedias	____dictionaries	____pamphlets

Circle the letter in front of the BEST answer:

8. To find the name "Laura Ingalls Wilder" in the card catalog, you would look for

   A. Laura
   B. Ingalls
   C. Wilder

9. If you renew a book, you

   A. turn it in for a new book
   B. ask the library/media specialist to mend it
   C. bring it in and check it out again

10. Which card catalog drawer would you use to find the title Ben and Me?

    A. the "B" drawer
    B. the "A" drawer
    C. the "M" drawer

11. Which call number below is for a fiction book?

    A. 511 H
    B. Hi
    C. 920 H

12. Which call number below is for a nonfiction book?

    A. Tr
    B. Hi
    C. 599 H

13. To find "Coast Guard" in the encyclopedia, you would look in

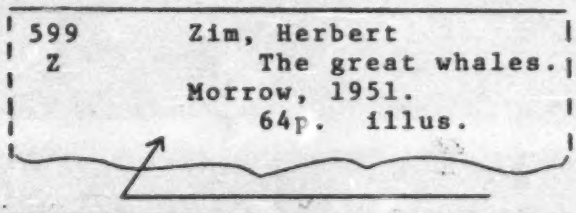
    A. volume C-Ch
    B. volume Ci-Cz
    C. volume G

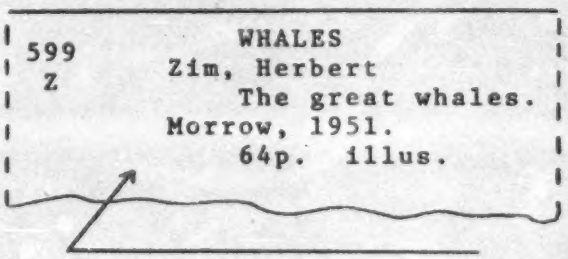
14. When using a filmstrip viewer you must

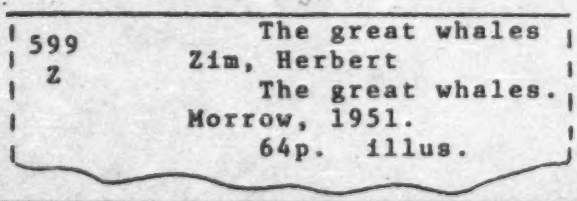
    A. push the "eject" button
    B. turn out the lights in the room
    C. frame the picture

15. Look at the sample cards below. On the line, label each card using these words:

    author card subject card title card







STUDY SKILLS TEST - Grade 4 (OPTIONAL PAGE 3)

1. Find the World Book Encyclopedia. Look up this topic: dogs

   What volume did you use? _____

   On what page does the article begin? _____

2. Find a book from each area below. Write the title of the book, its author and its call number.

AREA	TITLE	AUTHOR	CALL NUMBER
fiction			
easy book			
biography			
nonfiction			

3. Find this title in the card catalog: One morning in Maine

   Who wrote the book (author)? _____

   The call number is _____

OBJECTIVE NUMBER	CATEGORY: Circulation Procedures SUB-CATEGORY: All materials GRADE: Five
21	

BEHAVIORAL OBJECTIVE

Given specific materials, the student will describe circulation procedures for each.

PERFORMANCE CRITERIA

Self-explanatory

33

OBJECTIVE NUMBER	CATEGORY: Library Media Terminology SUB-CATEGORY: Vocabulary GRADE: Five
22	

BEHAVIORAL OBJECTIVE

The student will identify given library media terms.

PERFORMANCE CRITERIA

Match the following terms with their proper definitions.
You will not use every definition.

_____1. Biography

_____2. Autobiography

_____3. Collective biography

_____4. Pseudonym

_____5. Dewey Decimal System

A. A Book containing a calendar and facts relating to particular dates

B. A system of classifying books into ten classes of knowlege

C. The area where most of the library media center's books

D. The story of a real person's life

E. A book about the lives of several real people.

F. The name that an author uses instead of her/his real name

G. The story of a person's life written by herself/himself

OBJECTIVE NUMBER	CATEGORY: Non-Book Materials and Equipment SUB-CATEGORY: Use and care of non-book materials and equipment. GRADE: Five
23	

BEHAVIORAL OBJECTIVE

The student will demonstrate the proper use of specific non-book materials and appropriate equipment.

PERFORMANCE CRITERIA

1. Get the equipment ready.
2. Place the material in the equipment.
3. Remove the material and put it away.
4. Handle both the material and equipment properly.

OBJECTIVE NUMBER	CATEGORY: Parts of a Book SUB-CATEGORY: Identifying specified parts GRADE: Five
24	

BEHAVIORAL OBJECTIVE

Given a list of the parts of a book and descriptions of each, the student will match them.

PERFORMANCE CRITERIA

Match the parts of the book with the descriptions.

_____1. Table of contents

_____2. Index

_____3. List of illustrations

_____4. Glossary

_____5. Text

A. An alphabetical list of names, places and topics in a book giving page number

B. A list of definitions of special terms in a book

C. A list of the divisions of a book in the sequence in which they appear

D. The main body of the book

E. List of pictures and the pages on which they appear

OBJECTIVE NUMBER	CATEGORY: Library Media Center Arrangement SUB-CATEGORY: Specific areas of the library media center GRADE: Five
25	

BEHAVIORAL OBJECTIVE

Given instructions to find materials in specific sections of the library media center the student will locate the materials.

PERFORMANCE CRITERIA

Sections will vary with the library media center. They might include:

Biography	Paperbacks
Reference	Current periodicals
Nonfiction	Non-book materials
Fiction	
Short Stories	

1. Go to the biography section. Find a book about Helen Keller and write:

   the title of the book _____

   the author of the book _____

   the call number _____

2. Go to the nonfiction shelves. Select a book from the 600's and write:

   the title of the book _____

   the author of the book _____

   the call number _____

37

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Types of catalog cards GRADE: Five
26	

BEHAVIORAL OBJECTIVE

The student will identify the three types of catalog cards.

PERFORMANCE CRITERIA

Write author, title, or subject on the appropriate line.

Ro
Freaky Friday
Rogers, Mary
Freaky Friday. Harper and Row, 1972.
145p.

1. _____card

Ro
FANTASTIC FICTION
Rodgers, Mary
Freaky Friday. Harper and Row., 1972.
145p.

2. _____card

Ro
Rodgers, Mary
Freaky Friday. Harper and Row, 1972.
145p.

3. _____card

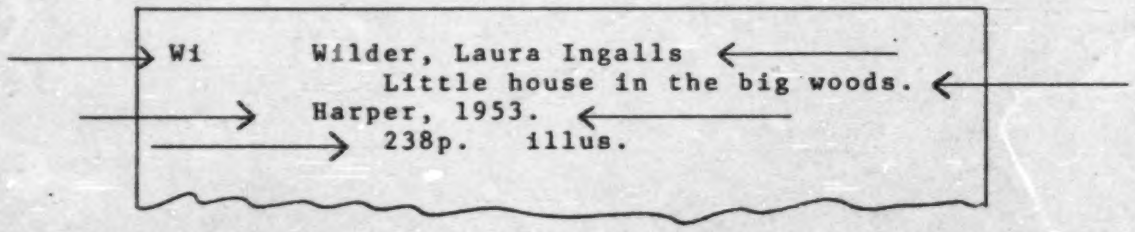
OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Contents of a catalog card GRADE: Five
27	

BEHAVIORAL OBJECTIVE

The student will identify the contents of a catalog card.

PERFORMANCE CRITERIA

Number each arrow correctly.



1. Title
2. Number of pages
3. Author
4. Call number
5. Publishing Company
6. Copyright date

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Types of cards GRADE: Five
28	

BEHAVIORAL OBJECTIVE

Given a subject, a title, and an author's name, the student will locate appropriate cards in the card catalog.

PERFORMANCE CRITERIA

1. Go to the card catalog. Find this subject: Space flight.
   Select one book on this subject and write the:
   title of the book _____
   call number of the book _____
2. Go to the card catalog. Find this title: Billions for Boris.
   Write the:
   author of the book _____
   call number of the book _____
3. Go to the card catalog. Find this author: Rumer Godden.
   Select one book written by this author and write the:
   title of the book _____
   call number of the book _____

40

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Call numbers GRADE: Five
29	

BEHAVIORAL OBJECTIVE

The student will match call number with the correct type of material.

PERFORMANCE CRITERIA

Match the call numbers with the correct type of material:

_____ 92 B	_____ 629.138 C
_____ Wi	_____ St
_____ S C Ar	_____ 537 C

1. Fiction
2. Nonfiction

Note: If applicable, add non-book material samples.

41

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Encyclopedia and dictionary GRADE: Five
30	

BEHAVIORAL OBJECTIVE

Given several reference questions, the student will discern whether to use a dictionary or an encyclopedia.

PERFORMANCE CRITERIA

Read the following questions.

_____A. If someone offers you bisque should you eat it or run away.

_____B. What is a gaff?

_____C. Why is the Arctic warmer than the Antarctic?

_____D. How did the Indians cook food in baskets?

_____E. What would you do with alligator shears?

Decide the best source for an answer and put the appropriate number in the blank.

1. Dictionary
2. Encyclopedia

42

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Encyclopedias GRADE: Five
31	

BEHAVIORAL OBJECTIVE

Given a topic, the student will select the correct volume and locate the beginning and ending pages of the article.

PERFORMANCE CRITERIA

Look up cat in the following encyclopedias. Tell on what page the article begins and ends.

1. WORLD BOOK, _____ to _____
2. COMPTONS, _____ to _____
3. THE NEW BOOK OF KNOWLEDGE, _____ to _____
4. BRITANNICA JUNIOR, _____ to _____

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Encyclopedia index GRADE: Five
32	

BEHAVIORAL OBJECTIVE

Given an encyclopedia index, the student will locate specific topics within it.

PERFORMANCE CRITERIA

Locate the following topics in the index of your encyclopedia.

1. Information about endangered species is located in volume _____ beginning on page _____.
2. Information about giant sequoias is located in volume _____ beginning on page _____.
3. Information about the Rock of Gibralter is located in volume _____ beginning on page _____.
4. Information about jig saws is located in volume _____ beginning on page _____.
5. Information about open pit mines is located in volume _____ beginning on page _____.

Name _____ Teacher _____

STUDY SKILLS TEST - GRADE 5

1. If you discover a damaged book you
   A. repair it yourself
   B. return it to its place without saying anything
   C. show it to the librarian/media specialist

2. Materials are checked out for a period of _____ week (s).

3. When you wish to renew materials, you (do, do not) have to have them with you.

4. Place a check (✓) in the proper category for the following materials:

	Do not have	Use in library media center	Check out
Magazines			
Filmstrips			
Cassette tapes			
Records			
Sound filmstrips			
Pictures			
Study prints			
Information file			
Reference			

5. To locate an article about the United Nations in an encyclopedia, you would use the volume with the following letters on the spine:
   A. Nac-Ope
   B. San-Tho
   C. Uni-Vac

6. Put a number before each book title to tell in what area you would find that book.

Areas of the library media center

1. Biography
2. Easy books
3. Fiction
4. Nonfiction

Title of book and its call number

_____Charlotte's Web (Wh)

_____Dinosaurs (568 Z)

_____Boxcar Children (Wa)

_____The Pooh Cookbook (641.5 M)

_____Helen Keller (92 K)

_____Petunia (E D)

45

Use the following terms to answer the questions below (you will not use every term):

illustrator	nonfiction	card catalog
copyright date	biography	reference
glossary	autobiography	encyclopedia
fiction	collective biography	

7. This is the story of a person's life written by himself/herself.
   WHAT IS IT? _____

8. This is the true story of a real person's life written by someone other than himself/herself.
   WHAT IS IT? _____

9. This is a book containing chapters about several real people.
   WHAT IS IT? _____

10. This is usually an imagined or madeup story.
    WHAT IT IT? _____

11. This is a section which defines special terms used in that book.
    WHAT IS IT? _____

12. This is a book which usually presents factual information.
    WHAT IS IT? _____

Read the sample catalog cards below and answer the following questions by circling the letter beside the BEST answer.

Card 1

595
M
McClung, Robert M.
Horseshoe crab. Morrow, 1967.
48p. illus.

Card 2

595
M
Horseshoe crab
McClung, Robert M.
Horseshoe crab. Morrow, 1967.
48p. illus.

Card 3

595
M
CRABS
McClung, Robert M.
Horseshoe crab. Morrow, 1967.
48p. illus.

13. The author is
    A. Mr. Morrow
    B. Mr. Crab
    C. Mr. McClung

14. Card 1 is
    A. a subject card
    B. an author card
    C. a title card

15. Card 2 is
    A. a subject card
    B. an author card
    C. a title card

16. Card 3 is
    A. a subject card
    B. an author card
    C. a title card

17. The call number is
    A. 595
    B. 48
    C. 595 M

18. The book tells about
    A. Mr.McClung's life
    B. a kind of crab
    C. horseshoes

STUDY SKILLS TEST - Grade 5 (OPTIONAL PAGE 3)

Follow directions carefully.

1. Go to the reference shelves. Find the World Book Encyclopedia and look up the following subjects. Write the volume used and page numbers of the article.

Rhinoceros Volume: _____ Pages: _____ to _____

Russia Volume: _____ Pages: _____ to _____

2. Go to the fiction shelves. Find a book on the fiction shelf marked R

Write the Title _____

Author _____

Call Number _____

3. Go to the card catalog. Look up this book: Johnny maple-leaf

Write the Title _____

Author _____

Call Number _____

4. Go to the biography shelves. Find a book about Jed Smith

Write the Title _____

Author _____

Call Number _____

OBJECTIVE NUMBER	CATEGORY: Circulation Procedures SUB-CATEGORY: All materials GRADE: Six
33	

BEHAVIORAL OBJECTIVE

Given various library media center materials, the student will describe the circulation procedure for each.

PERFORMANCE CRITERIA

The behavior is observable.

48

OBJECTIVE NUMBER	CATEGORY: Library Media Terminology SUB-CATEGORY: Vocabulary GRADE: Six
34	

BEHAVIORAL OBJECTIVE

The student will define given library media terms.

PERFORMANCE CRITERIA

Library media center terms such as:

- almanac
- bibliography
- cross reference
- Dewey Decimal System
- guide words
- gazetteer
- reference book
- information

OBJECTIVE NUMBER	CATEGORY: Non-Book Materials and Equipment SUB-CATEGORY: Use and care of cassette tape and player GRADE: Six
35	

BEHAVIORAL OBJECTIVE

Given a cassette player and cassette tape, the student will demonstrate the proper use of them.

PERFORMANCE CRITERIA

1. Set up the machinery properly.
2. Place material in machine and use.
3. Remove material and replace in container properly.
4. Take down the machinery (when necessary).

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Contents of a Catalog Card GRADE: Six
36	

BEHAVIORAL OBJECTIVE

Given a sample catalog card, the student will identify its contents.

PERFORMANCE CRITERIA

Look at the sample card below.

```
                WHALES
599         Zim, Herbert S.
 Z              The great whales.  Illus. by
            James G. Irving.  Morrow, 1951
                63p.  illus.


            1 Whales              I Title
```

Fill in the blanks with the correct answers.

1. Title _____
2. Number of pages _____
3. Author _____
4. Call number _____
5. Publishing company _____
6. Copyright date _____
7. Subject _____

51

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Catalog cards for non-book materials GRADE: Six
37	

BEHAVIORAL OBJECTIVE

The student will list the non-book materials on a given subject by using the card catalog.

PERFORMANCE CRITERIA

Find the following subject in the card catalog: Gravity

List the non-book materials available on that subject (such as filmstrips, records, study prints, tapes, etc.)

1. Kind of material _____

   Title _____

   Call number _____

2. Kind of material _____

   Title _____

   Call number _____

3. Kind of material _____

   Title _____

   Call number _____

4. ... etc.

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Author, subject and title cards GRADE: Six
38	

BEHAVIORAL OBJECTIVE

Given a subject, a title and an author, the student will locate appropriate cards in the card catalog.

PERFORMANCE CRITERIA

1. Find this subject in the card catalog Desert animals

   Choose one of the cards under it and write:

   Author _____

   Title _____

   Call number _____

2. Find this author in the card catalog Oren Arnold

   Choose one book written by that author and write:

   Title of the book _____

   Call number _____

   Publishing company _____

3. Find this title in the card catalog Call it Courage

   Who wrote the book? _____

   When was it published? _____

   What is its call number? _____

53

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Identification GRADE: Six
39	

BEHAVIORAL OBJECTIVE

The student will identify various reference books by name.

PERFORMANCE CRITERIA

The student will match the words on the left with the best description on the right by placing the numbers on the blanks.

1. almanac
2. encyclopedia
3. dictionary
4. periodical
5. atlas
6. card catalog
7. biography

_____ a book of alphabetically arranged words with their meaning and other information

_____ a book that tells about a person's life

_____ a set of books that gives facts about places, persons, things, and events

_____ a book of maps

_____ a collection of cards in drawers for books and materials in library media center

_____ a book containing up-to-date information about places, persons, things and events

_____ a magazine

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Encyclopedias GRADE: Six
40	

BEHAVIORAL OBJECTIVE

The student will use specified encyclopedias and write answers to given questions.

PERFORMANCE CRITERIA

Look up the country Portugal in the encyclopedias listed.

Answer the questions below.

	New Book of Knowledge	Britannica Junior	World Book	Compton's
1. Are there subheadings in the article?				
2. Are there maps?				
3. Are there charts or graphs?				
4. Is there a bibliography at the end of the article?				
5. Are there guide words at the top of most pages?				
6. The article begins on page				
7. The article ends on page				
8. Is there an index at the back of this volume?				

55

Name _____ Teacher _____

STUDY SKILLS TEST - GRADE 6

Use the following terms to answer the questions below (you will not use all the terms).

almanac	encyclopedia	pseudonym
atlas	gazeteer	spine
bibliography	guide word	sub-heading
cross reference	index	
Dewey Decimal System	periodical	

1. An alphabetical list of subjects covered in a book is the _____.

2. A book of maps is called an _____.

3. A book published every year and containing current information about persons, places, things and events is an _____.

4. A list of books and other materials on a particular subject is a _____.

5. Another name for a magazine is a _____.

6. A small division under a main subject is called a _____.

7. A word on the margin of a page which helps in locating a particular subject is a _____.

8. A system for classifying materials according to their subject is the _____.

9. Instruction to look in another place for your information is called a _____.

Circle the letter in front of the BEST answer:

10. When you find damaged equipment or material
    A. put it back and choose something else
    B. give it to the library/media specialist or to a teacher
    C. use it anyway

11. The card catalog helps you find
    A. books only
    B. books, filmstrips and other materials
    C. magazine articles

12. When you take a book from the library media center you
    A. may lend it to another person
    B. may keep it as long as you wish
    C. return it or renew it promptly

13. When using a cassette player you must
    A. push the "play" button
    B. turn out the lights in the room
    C. let the machine "warm up" first

14. To find the call number of the book, The Big Cats, you would look under
    A. The
    B. Big
    C. Cats

15. To find information on the prevention and treatment of measles, look in the encyclopedia under
    A. measles
    B. treatment
    C. prevention

16. To make a list of all the books in the library on horses, consult
    A. the encyclopedia
    B. the librarian/media specialist
    C. the card catalog

Look at card 1 and answer questions 17-21:

17. The catalog card below is for a (fiction, nonfiction) book.

18. The publishing company is _____.

19. The call number is _____.

20. The title is _____.

21. There are _____ pages in the book.

Card 1

Wi Wilder, Laura Ingalls Farmer boy; illus by Garth Williams. Harper, 1952. 371p. illus.

Look at card 2 and answer questions 22-27:

22. The catalog card below is for a (fiction, nonfiction) book.

23. The copyright date is _____.

24. The illustrator is _____.

25. The author is _____.

26. The title is _____.

27. The call number is _____.

Card 2

LIONS
599 Zim, Herbert S. Z The big cats; illus. by Cardell D. Christensen. Morrow, 1955. 60p. illus.

STUDY SKILLS TEST - Grade 6 (OPTIONAL PAGE 3) Name _____

Please follow directions carefully.

1. Go to the biography shelves. Copy down the title and author of 2 books on the A shelf.
   (a) Title _____
   Author _____
   (b) Title _____
   Author _____

2. Go to the reference shelves.
   (a) Look in Compton's Encyclopedia and find the article on Borneo. Volume used _____. The article was found on pages _____ to _____
   (b) Find the above subject in any almanac.
   Name of the Almanac _____ Date _____
   Pages where this subject is found in the almanac _____

3. Go to the card catalog. Find a book about coins
   Write the Title _____
   Author _____
   Call Number _____

4. Go to the fiction shelves. Copy the title and author of 2 books on the M shelf.
   (a) Title _____
   Author _____
   (b) Title _____
   Author _____

5. Go to the nonfiction shelves. Copy the title and author of 2 books on the shelf marked 333.7.
   (a) Title _____
   Author _____
   (b) Title _____
   Author _____

6. Go to the Easy Books shelves. Copy the title and author of any 2 books on the F shelf.
   (a) Title _____
   Author _____
   (b) Title _____
   Author _____

GOALS FOR GRADE SEVEN

Ability to use the card catalog.

Ability to locate books using the Dewey Decimal Classification.

Finding information about a particular subject using an alphabetical encyclopedia, e.g. World Book, Compton's, etc.

Recognizing the difference between abridged and unabridged dictionaries.

Review the parts of a book.

Identify the terms on a catalog card.

Difference between fiction and non-fiction.

Ability to use cross reference entries.

Introduce the student to forms for preparing and alphabetizing a bibliography.

OBJECTIVE NUMBER	CATEGORY: Library Media Center Arrangement SUB-CATEGORY: Location of materials in specific areas GRADE: Seven
41	

BEHAVIORAL OBJECTIVE

Given sample call numbers, the student will locate a book on the shelf for each call number.

PERFORMANCE CRITERIA

Find a book for each call number below. Fill in the information for each.
(Use call numbers appropriate to your library)

Call number	Title	Author
398.2 An		
599 Ro		
Fic Cl		
E B		
612 Le		

60

OBJECTIVE NUMBER	CATEGORY: Parts of a Book SUB-CATEGORY: Identifying specified parts GRADE: Seven
42	

BEHAVIORAL OBJECTIVE

The student will identify parts of a given book.

PERFORMANCE CRITERIA

1. Turn to the title page and list:
   a. Author _____
   b. Title _____
   c. Illustrator _____
   d. Publishing Company _____
   e. Location of Publishing Company _____
2. What is the copyright date? _____
3. Is there:
   a. Table of Contents _____
   b. Index _____
   c. Bibliography _____
   d. List of Illustrations _____
   e. Glossary _____
   f. Preface _____
4. How many pages in the body of the book or text? _____

61

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Contents of a Catalog card GRADE: Seven
43	

BEHAVIORAL OBJECTIVE

Given a sample catalog card, the student will identify its contents.

PERFORMANCE CRITERIA

636.7 Saunders, Blanch
Training you to train your dog; illus. by Louise Branch. Doubleday, c1965.

The purpose of this book is to give the owner the technique and fundamentals of training.

1. Dogs--Training. I. Title.

Use the card above to fill in the blanks with the correct answers:

1. Author _____
2. Title _____
3. Illustrator _____
4. Publishing Company _____
5. Copyright date _____
6. Number of pages _____
7. Annotation _____
8. Call number _____

62

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Recognizing abridged vs. unabridged dictionaries GRADE: Seven
44	

BEHAVIORAL OBJECTIVE

The student will indicate the difference between abridged and unabridged dictionaries.

PERFORMANCE CRITERIA

Using Webster's Third Unabridged Dictionary and student's classroom dictionary compare:

1. Number of pages.
2. Number of plates and illustrations.
3. Number of pages of explanatory notes.
4. Number of pages of forms of address.
5. Number of tables.
6. Number of pages of pronounciation.
7. Tables for Weights and Measures (Measures and Weights). Write 'yes' or 'no'.
8. Table for Metric System: Write 'yes' or 'no'.

63

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Almanac GRADE: Seven
45	

BEHAVIORAL OBJECTIVE

Given a question, the student will locate the answer by using the index of an almanac.

PERFORMANCE CRITERIA

1. Which teams played in the World Series in 1946?
2. Which team won the 1946 World Series?

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Cross reference ("see" or "see also") GRADE: Seven
46	

BEHAVIORAL OBJECTIVE

Given a subject, the student will follow "see" or "see also" references for further information on the topics.

PERFORMANCE CRITERIA

1. Glass
2. Cows

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Specialized dictionaries GRADE: Seven
47	

BEHAVIORAL OBJECTIVE

Given a subject, the student will locate information in an appropriate specialized dictionary.

PERFORMANCE CRITERIA

Match the subjects in column A with the appropriate dictionary in column B.

A	B
1. Washington, D. C.	1. Webster's Biographical Dictionary
2. Washington Irving	2. Webster's Geographical Dictionary
3. George Washington	3. Twentieth Century Author

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Specialized encyclopedias GRADE: Seven
48	

BEHAVIORAL OBJECTIVE

Given a topic, the student will find information in the appropriate specialized encyclopedia.

PERFORMANCE CRITERIA

1. Blood Plasma
2. Boston Tea Party

67

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Atlas GRADE: Seven
49	

BEHAVIORAL OBJECTIVE

The student will use the index of an atlas to locate a given geographical name on a map.

PERFORMANCE CRITERIA

List the page number and code symbols for the following cities:

1. Phoenix, Arizona
2. Phoenix, Illinois
3. Phoenix, New York

OBJECTIVE NUMBER	CATEGORY: Information File SUB-CATEGORY: Locating Materials GRADE: Seven
50	

BEHAVIORAL OBJECTIVE

Given a topic, the student will locate material in the Information File.

PERFORMANCE CRITERIA

Self explanatory

69

OBJECTIVE NUMBER	CATEGORY: Bibliographies SUB-CATEGORY: Bibliographic Form GRADE: Seven
51	

BEHAVIORAL OBJECTIVE

Given three entries, the student will arrange the information in bibliographic format.

PERFORMANCE CRITERIA

Mammals of the world, Yale University Press, pp. 116-124. 1964, Bullett, Gerald.

1964 ed, vol. 14, "Mammals," pp. 359-363. Encyclopedia Americana,

Nature, Fe., 1963, "Sea Animals of the Arctic," 89:12-13

OBJECTIVE NUMBER	CATEGORY: Abridged Reader's Guide to Periodical Literature SUB-CATEGORY: Entries GRADE: Seven
52	

BEHAVIORAL OBJECTIVE

Given a subject, the student will find an entry and identify the parts in the Abridged Reader's Guide to Periodical Literature.

PERFORMANCE CRITERIA

BASEBALL
Greatest game: Time essay. S. Kanfer. il Time 101:82 Ap. 30 '73

Identify and write the appropriate answers in the blank space:

1. Author _____
2. Volume _____
3. Date _____
4. Title _____
5. Magazine _____
6. Page number _____
7. Are there pictures? _____

71

PRETEST FOR GRADE 7

DO NOT WRITE ON THIS SHEET. WRITE ONLY ON THE ANSWER SHEET

DIRECTIONS: If the statement is correct, write TRUE on the answer sheet. If the statement is incorrect, write FALSE on the answer sheet.

Example: true 1. Cards in the card catalog are arranged in alphabetical order.

1. The call number of a book is on the upper left hand side of the catalog card.

2. To find a book listed in the card catalog, it is necessary to know the author's name.

3. The call number usually appears on the spine of the book.

4. The three main kinds of catalog cards are known as author, subject and title cards.

5. You may find a book listed in the card catalog if you know the author or title of the books.

6. Subject cards are useful when you know neither the author nor title of a book.

7. The call number on a catalog card must be the same as the call number on the book for which the card was made.

DIRECTIONS: In the space provided on the answer sheet, place the letter of the answer which best answers or completes the question.

Example: c 1. In the library media centers that use the Dewey Decimal System, how are the books classified?

(a) Title of the book
(b) Name of the author
(c) Subject matter in the book
(d) Index of the book

8. If you are sure that your library media center owns a copy of Where The Red Fern Grows, where would you look first to find the name of the author?

(a) Through the books on the fiction shelves
(b) In the library card catalog
(c) In the Reader's Guide to Periodical Literature
(d) In a biographical dictionary

9. Where would you look to find the approved spellings of the word catalog?

(a) In a spelling book
(b) In Roget's Thesaurus
(c) In an English grammar
(d) In a dictionary

10. In which drawer of the card catalog would you find titles of books by Sir James A. Barrie?

(a) The Aa - Chi tray
(b) The Iro - Les tray
(c) The Let - Nap tray
(d) The Run - Tel tray

11. Why would you use the bibliography in a book?
    (a) To read the story of the author's life
    (b) To find out what the book is about
    (c) To find the titles of other books and materials on the same or related subjects
    (d) To learn how to pronounce the proper names in the book

12. When is the index of a book used?
    (a) To find the author's purpose for writing the book
    (b) To locate a topic on a particular page
    (c) To make a summary of the book
    (d) To locate the illustrations

13. Where is the table of contents of a book usually located?
    (a) In the front
    (b) At the back
    (c) At the bottom of the page
    (d) In the middle

14. The glossary at the end of a book
    (a) Tells what the book is about
    (b) Tells on which page you will find a certain subject
    (c) Tells on which pages you will find illustrations
    (d) Explains words used in the book

15. The copyright date tells you
    (a) When the library bought the book
    (b) When the author was born
    (c) When the publishing company was founded
    (d) When the author was given the legal right to grant permission to reproduce, publish or sell any part or parts of his book.

THE BOOK

Below is the title page of a book. Read it, then answer the questions in the spaces provided on your answer sheet:

A SURPRISE

FOR CARLOTTA

Nellie Burchardt

Illustrated by
Ted Lewin

Franklin Watts, Inc.
845 Third Avenue
New York, N.Y. 10022

16. What is the title of the book?

17. Who is the author?

18. Where is the publishing company listed?

19. Who was the illustrator?

20. Who is the name of the publishing company?

21. A preface may also be called the foreward or the introduction. This part of a book usually contains:
(a) The purpose of the book and sometimes instructions for its use
(b) A list of the chapters in the order in which they appear in the book
(c) The author's statement of the sources from which he obtained information for his book
(d) A list of difficult words and how to pronounce them

22. In the index of an atlas, you may find beside the name of a city the letter-number combination "6-S". For which of these purposes does the "6-S" give you a lead?

(a) Estimating the population of the city
(b) Figuring the area of the city
(c) Locating the city on the proper map
(d) Estimating the height of the city above sea level

23. In which of these sources would you look to find the saying: "A wise son maketh a glad father?"
(a) Bartlett's Familiar Quotations
(b) Encyclopedia Britannica
(c) Roget's Thesaurus
(d) Parents' Magazine

24. The Dewey Decimal classification system brings together books that are alike in:
(a) Color (b) Title (c) Subject (d) Author

25. A "see" or "see also" reference in the card catalog is a cross reference card that refers you to:
(a) Magazine articles
(b) Authors
(c) Book titles
(d) Other closely related subjects

26. An unabridged dictionary contains:
(a) A limited number of words
(b) All the words in the English language
(c) No index
(d) No illustrations

27. A thesaurus is:
(a) A prehistoric animal
(b) A dictionary of synonyms and antonyms
(c) An index to magazines
(d) A science index

28. In which of these sources would you look to find a report about your state?
(a) A thesaurus
(b) An encyclopedia
(c) A science book
(d) Bartlett's Familiar Quotations

29. You are looking for information on the Atom. Which specialized encyclopedia would you use?
(a) Topical
(b) Geographical
(c) Biographical
(d) Science

30. To find the title of a poem when you know only the first line, you would look:
(a) In the Index to National Georgraphic
(b) Reader's Guide to Periodical Literature
(c) Poetry Index
(d) Twentieth Century Authors

31. An information file is:
(a) A file for pamphlets and pictures
(b) A series
(c) A book
(d) Subject cards

ABRIDGED READERS' GUIDE

32. The Reader's Guide to Peridical Literature is an index to:
    (a) Books
    (b) Pamphlets
    (c) Magazine articles
    (d) A book on insects

33. The simplest method of finding appropriate material in the Abridged Readers' Guide is to look for:
    (a) The name of a magazine
    (b) Date of publication
    (c) Subject
    (d) Copyright date

34. Material in the Abridged Readers' Guide is arranged alphabetically by:
    (a) Author
    (b) Title
    (c) Author and subject
    (d) Periodicals

35. Here is an example from the Abridged Readers' Guide:

    Moments to remember : 1954-1964. Il Sports
    Illus 21:31-57 Ag 17 '74

    The number 21 stands for:
    (a) Classification number
    (b) Volume number
    (c) Page number
    (d) Number of pages

GOALS FOR GRADE EIGHT

Using skills previously taught, the student will be able to complete a research paper on a topic assigned by a classroom teacher.

The student will demonstrate his/her ability to use the card catalog effectively.

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Use of card catalog GRADE: Eight
53	

BEHAVIORAL OBJECTIVE

The student will demonstrate his/her ability to use the card catalog effectively.

PERFORMANCE CRITERIA

Given a subject the student can locate a card in the card catalog and determine if the book is fiction or nonfiction.

77

OBJECTIVE NUMBER	CATEGORY: Reference Materials SUB-CATEGORY: Research paper GRADE: Eight
54	

BEHAVIORAL OBJECTIVE

Given a subject by the classroom teacher, the student will complete a research paper on the assigned topic.

PERFORMANCE CRITERIA

James Madison

78

PRETEST FOR 8th GRADE

THE CARD CATALOG

DIRECTIONS: Look at the catalog card below. Answer the questions about it on your answer sheet:

Firearms by Winchester
683 Colby, Carroll Burleigh
C Firearms by Winchester; a part of United States history. Coward-McCann, 1957.
48p. illus.

1. Carroll Burleigh Colby is the:
   (a) Co-author
   (b) Publishing Company
   (c) Author
   (d) Illustrator

2. Firearms by Winchester is the:
   (a) Subject of the book
   (b) Title of the book
   (c) Subject and author of the book
   (d) Title and author of the book

3. In the upper left hand corner, you find the number 683 and the letter C. These two lines are the:
   (a) Book number
   (b) Call number
   (c) Library number
   (d) Accession number

4. The number in the left hand corner is a Dewey Decimal classification number. It is determined by the:
   (a) Subject matter of the book
   (b) Author's last name
   (c) Title of the book
   (d) Author's first name

5. The letter under this number is determined by the:
   (a) Subject matter of the book
   (b) Author's last name
   (c) Title of the book
   (d) Author's first name

6. This catalog card is:
   (a) A subject card
   (b) An author card
   (c) A title card
   (d) A cross-reference card

7. The book described on this catalog card is a:
   (a) Nonfiction book
   (b) Fiction book
   (b) General reference book
   (d) Biography book

8. You are looking for a book written by Jacques Cousteau. In what drawer of the card catalog would you look?
   (a) Ba - Bi
   (b) Ch - Cr
   (c) Ja - Ki
   (d) Ga - He

9. You are looking for a book on the subject of Planets. In what drawer would you find one?
   (a) Da - Eb
   (b) Li - Lu
   (c) Os - Po
   (d) Si - Sm

REFERENCE BOOKS

DIRECTIONS: On the left is a list of assignments you might be given. On the right is a list of useful reference sources. Place the letter of the BEST reference to use for that assignment on your answer sheet:

10. Locate some pamphlets on the Ho Ho Kam people.
11. Define each word in this week's spelling lesson.
12. Find some articles about the Wankel engine.
13. Find the team for which Joe Namath played in 1973.
14. Find out in what country Wieshaden may be found.
15. Write a report about the state in which you were born.
16. Complete the famous statement which begins, "Millions for Defense".
17. In writing a report, you find yourself frequently using the same word. Where would you look to find other words to use in its place?
18. Locate a brief factural biography of Billie Jean King.
19. In writing a report on Marine Life, what index would indicate helpful articles in its magazine?

(a) An almanac
(b) An encyclopedia
(c) A quotation book
(d) The Reader's Guide to Periodical Literature
(e) An Atlas
(f) Current Biography
(g) The Information file
(h) The dictionary
(i) Who's Who In America
(j) A thesaurus
(k) Index to National Geographic

THE BOOK

20. What is plagarizm?
    (a) Writing to a publisher
    (b) Copying directly without giving credit to the source.
    (c) Using a synonym
    (d) Using an antonym

21. You are seeking recent information on Gerald Ford. To be sure the information is current, you should look at the:
    (a) Index
    (b) Copyright date
    (c) Bibliography
    (d) Table of contents

ABRIDGED READERS' GUIDE

DIRECTIONS: The item below is an entry from the Readers Guide to Periodical Literature. Answer the questions below on your answer sheet:

ELEPHANTS
Training
Wild Elephant Roundup in India. H. Miller. il Nat Geog
135:372-85 mr '69

22. The subject of the article is:
(a) Killing elephants in India
(b) Elephant training in India
(c) Using elephants as farm animals
(d) Riding elephants in the circus

23. The author of the article is:
(a) H. Miller
(b) Nat Geog
(c) unknown
(d) Wild Elephant

24. The magazine in which this article appears is:
(a) The Saturday Evening Post
(b) Field and Stream
(c) National Geographic
(d) Natural History

25. The date of the magazine in which this article appears is:
(a) March, 1969
(b) May, 1969
(c) November, 1969
(d) August, 1969

26. The number 135 refers to the:
(a) page number
(b) volume number
(c) date
(d) call number

27. The article begins on which page of the magazine?
(a) page 135
(b) page 85
(c) page 69
(d) page 372

DIRECTIONS: Answer the following general questions on your answer sheet.

28. A book or filmstrip that contains factural information about the life of a person is called a:
(a) Biography
(b) Glossary
(c) Science fiction
(d) Bibliography

29. Where can you find pamphlets, pictures and clippings for a report?
(a) Card catalog
(b) Yearbook
(c) Information file
(d) Readers' Guide

30. Your teacher tells you to include a bibliography in an assigned report. This means:

(a) A list of materials you used
(b) A report on a person's life
(c) Pictures in your report
(d) A list of words

SUMMARY OF GOALS FOR GRADES NINE - TWELVE

At the high school level classes are no longer scheduled into the library media center on a regular basis for the purpose of learning study skills. They are scheduled for the purpose of locating and using information pertinent to their various courses and are expected to be using the study skills that they have developed in the first eight years of school. As a general rule all ninth grade classes are scheduled for basic orientation to the library media center in conjunction with their freshman English class assignments.

The high school librarian/media specialist is concerned with the selection, organization, and maintenance of the collection and the development of information retrieval skills in the individual students. The librarian/media specialists will assist class groups whenever it is requested but the primary area of instruction at the high school level is with an individual student and his particular problem.

The curricular requirements and resources available will dictate specific areas of emphasis. Some of these areas might be:

- Pamphlet files
- Career files
- Special collections
- Non-print materials
- General reference
- Specialized reference sources:
  - Gazetteers and atlases
  - Dictionaries of Quotations
  - Almanacs
  - Biographical dictionaries
  - Biography index
  - Statistical publications

OBJECTIVE NUMBER	CATEGORY: Library Media Center SUB-CATEGORY: Orientation GRADE: Nine through twelve
55	

BEHAVIORAL OBJECTIVE

Given a map of a specific high school library and a list of the features to be identified, the student will be able to locate the significant parts of that library media center.

PERFORMANCE CRITERIA

Write the listed items in the correct areas on the accompanying map.

1. Card catalog
2. Reference books
3. Charging desk
4. Readers' Guide
5. Magazine stacks

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Parts of a catalog card GRADE: Nine through twelve
56	

BEHAVIORAL OBJECTIVE

Given the problem of finding cards in the card catalog, the student will find the card and match the items found on the card with the names of the parts of the card and then locate the book on the shelf.

PERFORMANCE CRITERIA

For each of the following items locate the card in the catalog, answer all the questions, and find the book on the shelf.

1. A book by James Michener

   a. Title
   b. Publishing company
   c. Call number
   d. Number of pages
   e. Date of publication

   Find the book

2. The Thread That Runs So True

   a. Call number
   b. Author
   c. Date of publication
   d. Publishing company
   e. Number of pages

   Find the book

3. Snakes

   a. Call number
   b. Author of one book
   c. Title of that book
   d. Date of that book
   e. Publishing company of that book
   f. Are there pictures?
   g. How many books are available on the subject
   h. Title of the most recent book on the subject

   Find the book

OBJECTIVE NUMBER	CATEGORY: Card Catalog SUB-CATEGORY: Subject headings GRADE: Nine through twelve
57	

BEHAVIORAL OBJECTIVE

Given a subject on which information is needed and a list of possible subject headings, the student will be able to locate the material in the catalog.

PERFORMANCE CRITERIA

In the questions below circle the item where you will find books dealing with the subject. Furnish the call number and title for one book listed there. The title must not begin with any of the terms given i.e., American Revolution, War, U.S., Revolution, Drama, England, etc.

1. A book on the American Revolution

   a. American Revolution
   b. War
   c. U.S.-History-Revolution
   d. Revolution, American

Call number: Title:

2. An anthology of modern American plays

   a. Drama-Collections
   b. American Drama-Collections
   c. American plays-Anthology
   d. Anthologies-Drama, American

Call number: Title:

3. A book on 19th century England

   a. Nineteeth century
   b. England-History-Nineteenth Century
   c. Great Britain-History-Nineteeth century
   d. Ninteeth Century-England

Call number: Title:

OBJECTIVE NUMBER	CATEGORY: Readers' Guide to Periodical Literature SUB-CATEGORY: GRADE: Nine through twelve
58	

BEHAVIORAL OBJECTIVE

Given a citation from the Readers' Guide and access to the pages of abbreviations in the front of every issue of Readers' Guide, the student will be able to give the full information for the abbreviated terms and indicate the author (where given) and the title.

PERFORMANCE CRITERIA

Give the meaning of the abbreviated terms and list the author and title for the Readers' Guide citations given below.

1. New switch for old railroads:bicycle trail. R.M. Cleckner. il Parks & Rec 8:20-2 F '73

   a. Title
   b. Author
   c. il
   d. 8:
   e. 20-2
   f. Parks and Rec
   g. F '73

2. Hank Aaron. H.Nipson. il pors Ebony 28: 144-6 S '73

   a. Title
   b. Author
   c. pors
   d. il
   e. 28:
   f. 144-6
   h. S '73

3. Don't knock the American System to me! il pors Nations Bus 61:38-9 Ap '73

   a. Title
   b. Author
   c. pors
   d. 49:
   e. 61:
   f. Ap '73

ACKNOWLEDGMENTS

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